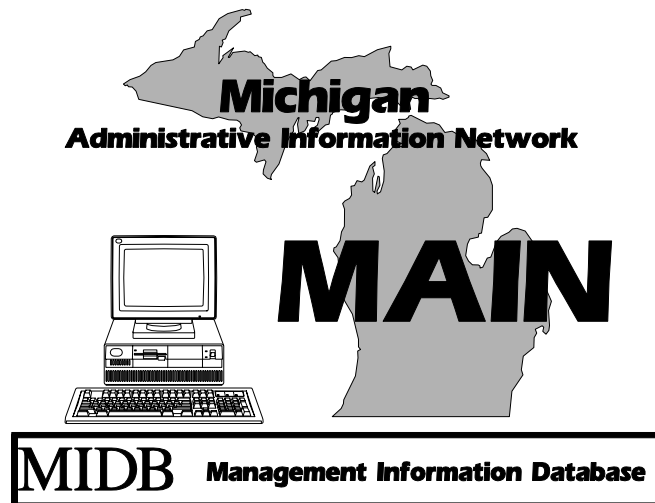


MIDB SELF-STUDY GUIDE: SCRIPTS AND REPORTS USING A WEB BROWSER AND CLEAR:ACCESS



Introduction

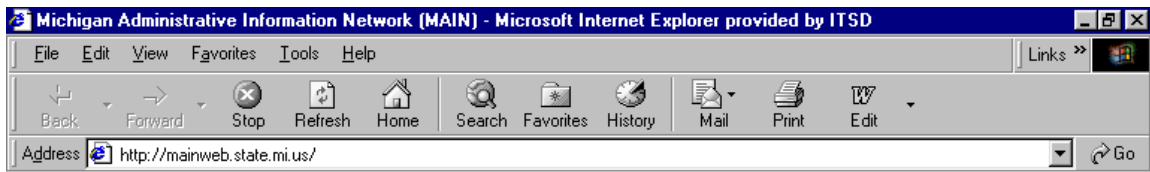
The MIDB is a data warehouse consisting of finance, purchasing, and human resources data tables extracted from the MAIN FACS, HRS, and other sources. Scripts have been written using CLEAR:Access to retrieve data and automatically format the data into reports. Users who have MIDB security and have appropriate software on their PCs may edit or run these saved scripts. By generating reports using these pre-defined scripts, users benefit from the fact that the reports have been thoroughly tested for accuracy and benefit from the time saved by not having to develop the reports.

User Access to MIDB for Predefined Scripts

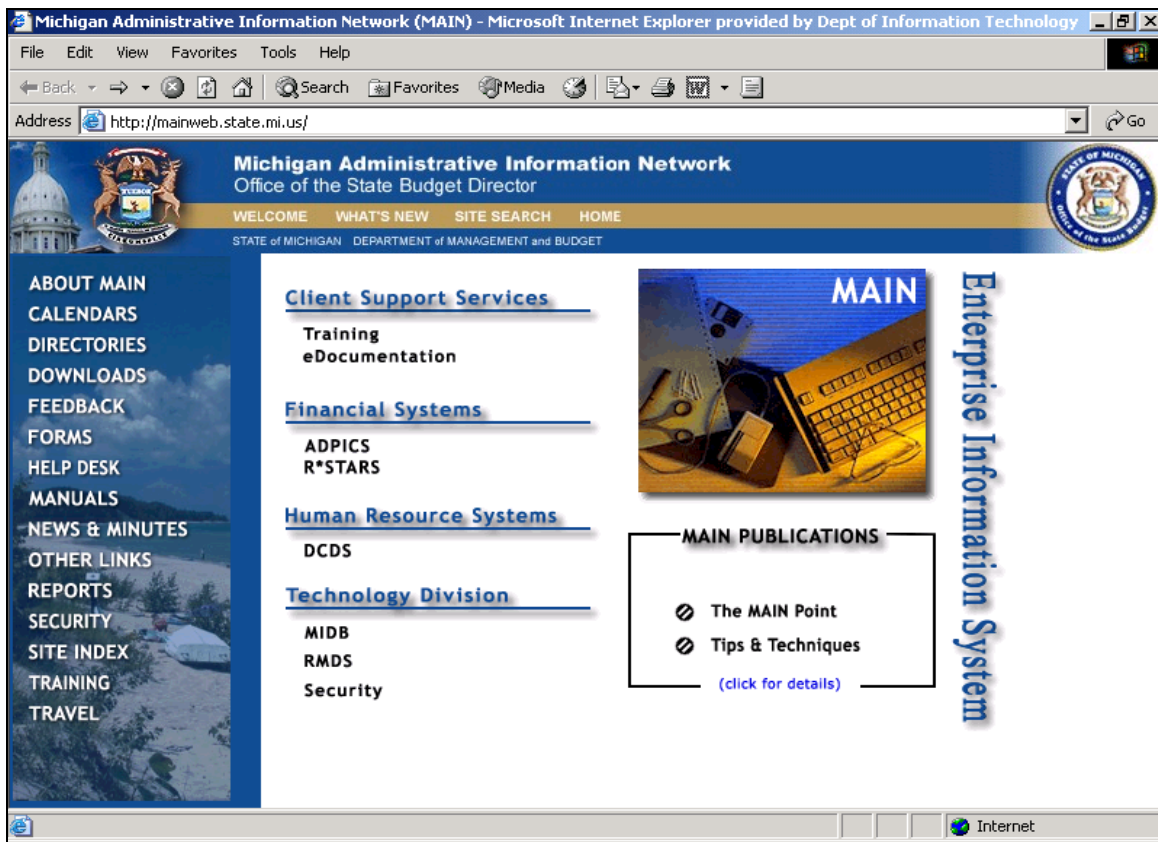
Users who do not have an MIDB Oracle password and who wish to access the MIDB by running pre-defined scripts only should specify this on the form entitled "MIDB Access Request Form: Agency Access". The user may download the form from the MAIN/EIS (Enterprise Information System) Home Page and submit it through normal channels.

Accessing Scripts on the Intranet with a Web Browser

MIDB scripts can be run from the MAIN Enterprise Information System (EIS) Home Page on the Intranet through a Web browser. (Internet Explorer is used as the browser in this Self Study Guide.) After a script is selected, the user has the option of toggling to other window applications to perform other functions while waiting for the display of the query results. Once the results are displayed, the user may have the option of drilling down to display more detail or to sort the results in various ways.



Link to the MAIN/EIS Home Page by entering mainweb.state.mi.us in the Address box of Internet Explorer and pressing 'enter'.



From the home page, you can click on topics on the sidebar to link to various topics. Select Reports from the sidebar. This will bring up the Reports page, allowing you to scroll (using the arrow buttons along the right side of the page) through the major report types available on the EIS, including Departmental, Economic, Finance, Human Resources, MIDB, Purchasing, and PAWS.

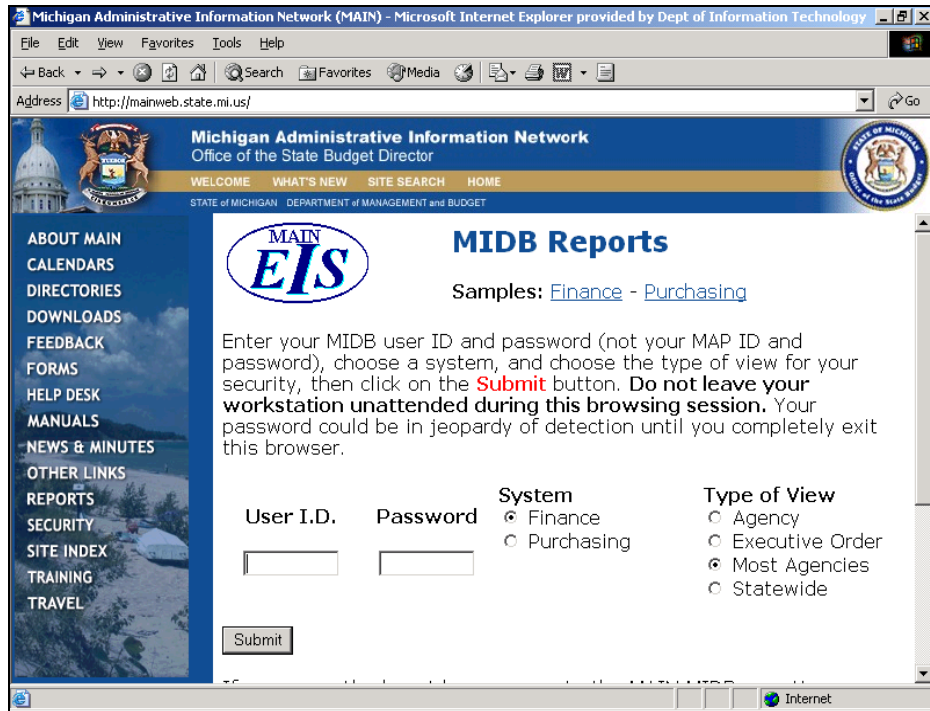
Note: The Departmental, Economic, Finance, Human Resources, Purchasing, and PAWS reports can be viewed without logging in with your User ID and password. Only the scripts located in the MIDB section will require you to enter your User ID and password.



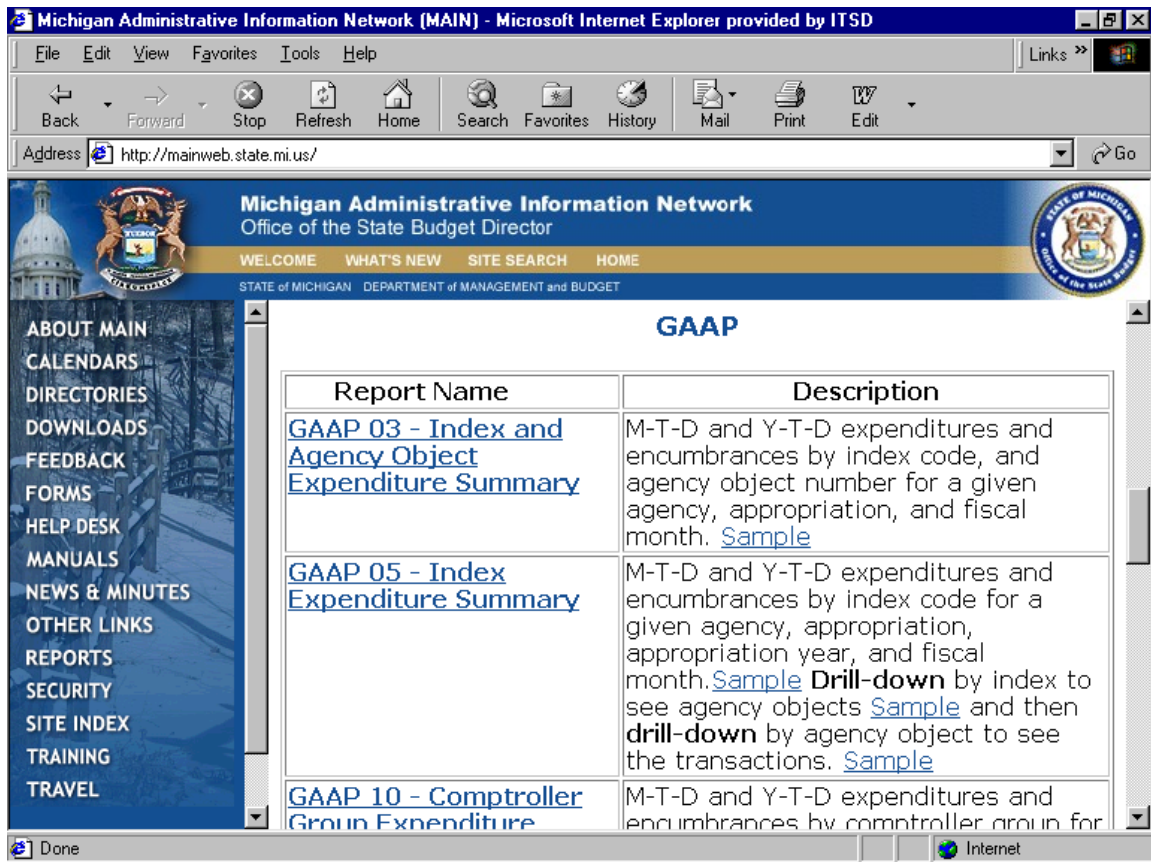
Scroll down to the **MIDB** portion of the Reports page, and **select Reports Login**.



Be sure to read any messages at the top of the MIDB page for information related to use of the MIDB. Then scroll past those messages (if any) to the portion of the page that allows you to enter your User ID and password.



The MIDB Reports Page allows you to select the category of reports or sample reports that you wish to access. You must enter your MIDB User ID and Oracle Password. Note: this is not your MAP ID and password. (Instructions for obtaining your MIDB password from MAP are included below in the section entitled “Accessing Scripts Using CLEAR:Access”.) Select the desired System and the appropriate Type of View for your security and click on the Submit button.



From the list of reports, you may run a report or view a sample of the report. If selection parameters are required, click on the Submit button after providing your criteria. If you choose to run a report, click on the report name. While you are waiting for the results of your report, you can perform other Windows functions. The script will select the data and display the report. You can now review the results, copy the data to your clipboard, or print a hard copy. Depending on the report, you may be able to click on a column heading to change the sort order or drill-down to view details.

In each system area, you have the option of running various scripts from the Data Dictionary section. The resulting reports will give you information on the indexes, columns, tables, or views that are related to the MIDB tables pertinent to that system.

Ongoing additions are made to scripts available on the Intranet. If a specific script is not yet available on the Intranet, you can access it through CLEAR:Access.

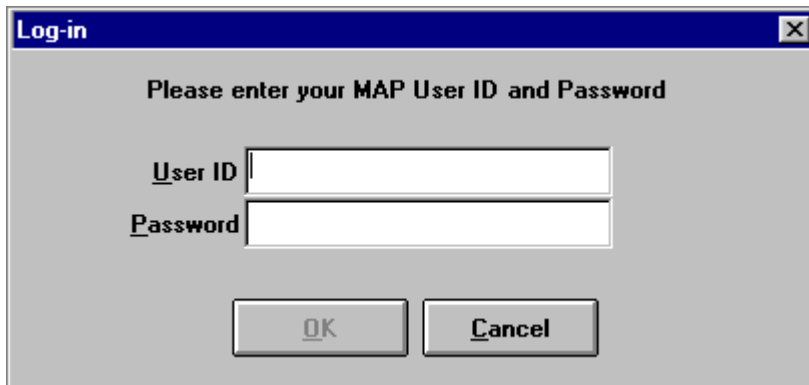
Accessing Scripts Using CLEAR:Access

If you have CLEAR:Access software loaded on your PC, you can run or edit scripts that have been stored in the integrated script library. Using the edit function, you may customize a script, save it as a personal script, and then run it through the run function. Follow the instructions below to run a stored script. The resulting report can be saved or printed as desired.

To open MAP from either your Windows application or Macintosh desktop: in the CLEAR:Access Group in Program Manager, double-click on the icon labeled MAP.



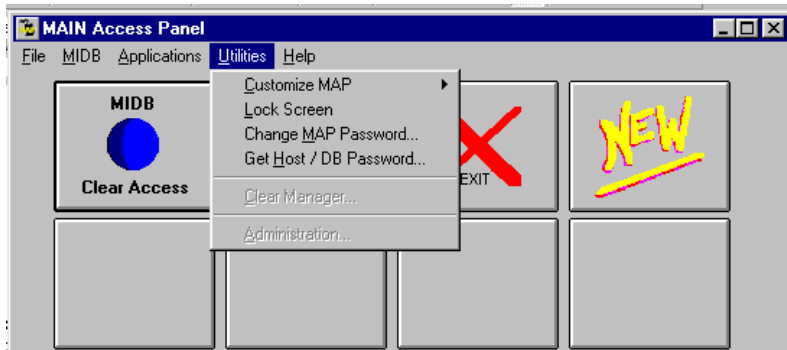
Log-in dialog box will appear:

A screenshot of a 'Log-in' dialog box. The title bar is blue with the text 'Log-in' and a close button. The main area is gray and contains the text 'Please enter your MAP User ID and Password'. Below this, there are two input fields: 'User ID' and 'Password'. At the bottom, there are two buttons: 'OK' and 'Cancel'.

- Type your MAP User ID and press <Tab>.
- Type your MAP Password in lower case, press <Enter>.

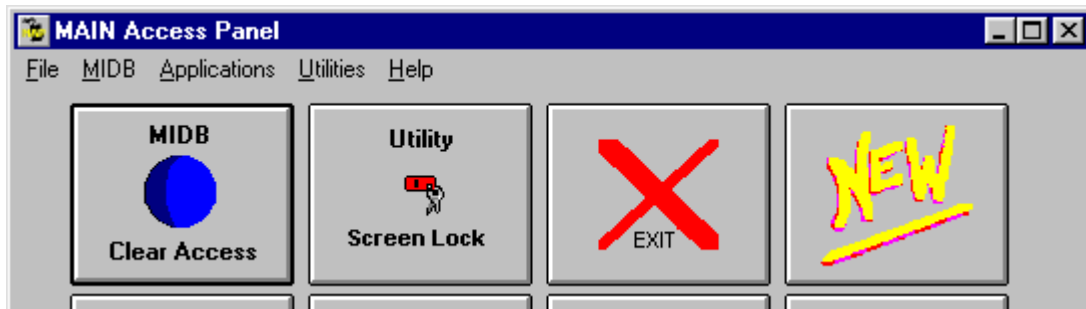
When MAP verifies your password, the dialog box will disappear and the MAIN Access Panel will open.

MAP assigns you an ORACLE password. You must obtain this password in order to run MIDB scripts from the Intranet. Click on Utilities, Get Host/DB Password.



In the Display Host/DB Password dialogue window, select MIDB in the Select Host/DB drop down box, re-enter your MAP Password, and click on the Get Password button to display your ORACLE password in the Host/DB Password box. Enter this password when running MIDB scripts on the Intranet.

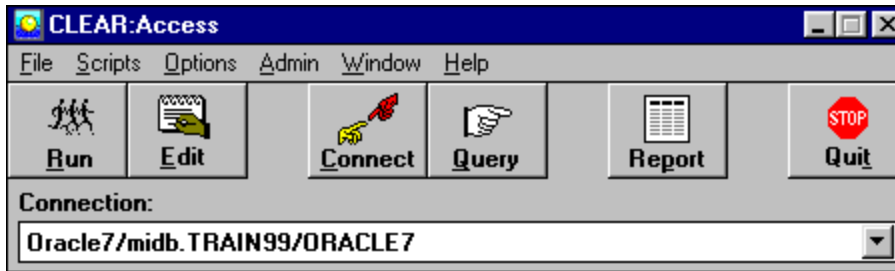
Open CLEAR:Access by clicking once on the MIDB Clear Access button.



If you do not have MAP, you can connect to the MIDB using CLEAR:Access as follows:

- Double click on the CLEAR:Access Icon in the CLEAR:Access Group.
- On the CLEAR:Access icon bar that displays, click on the Connect button.
- On the Connect dialogue screen:
 - Select Oracle 7 Data Access Extension.
 - Select the MIDB host.
 - Enter your Oracle User ID and Password.
 - Click on the Connect button.
- Continue with the CLEAR:Access Icon Bar instructions below.

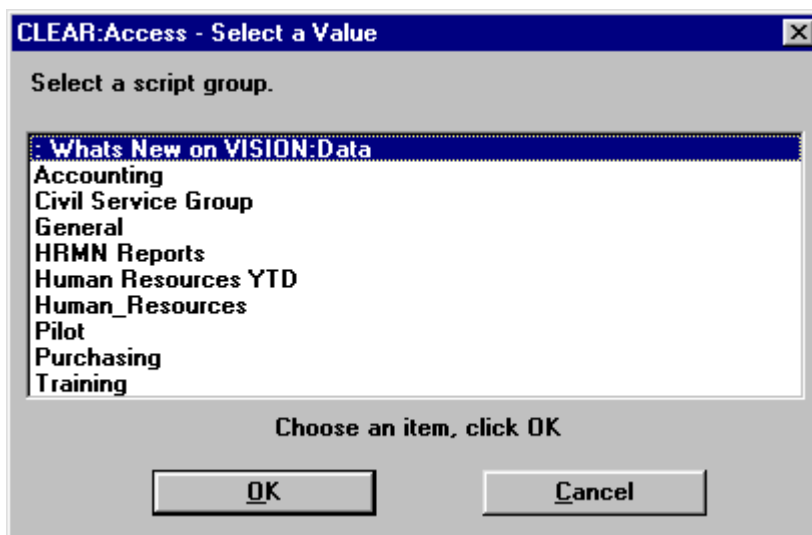
The CLEAR:Access Icon Bar displays the available functions. The Edit button enables you to customize a script. To run or edit a script, click once on the Run or Edit button respectively.



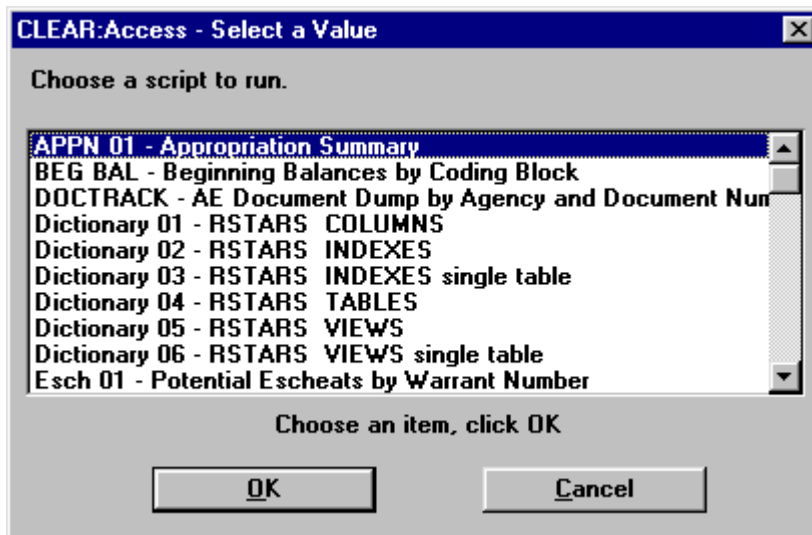
Scripts in the integrated script library can be selected either by script title or keyword. Select the appropriate option and click **OK**.



Scripts are divided into several groups: Accounting, Civil Service Group, General, HRMN Reports, Human Resources YTD, Human Resources, Pilot, Purchasing, and Training. Users will see only the script groups for which they have access. The script in the What's New on VISION:Data group will generate a report of all scripts added to the script library within the past thirty days. Highlight the name of the desired script group and click **OK**.



Highlight the title of the script you wish to run or edit and click **OK**. If you run a script, you will be prompted to enter information necessary to run the script; the script will create a report that can be viewed, saved or printed.



Current Scripts Available

Run the Dictionary 01 script in the General Group to generate a report of the currently available scripts and their descriptions. Periodically run the “What’s New on Vision:Data” script to keep informed on scripts that have become available in the past thirty days.

Other Information

When you run or edit a script, the script and report (if applicable) will be copied to your local hard disk drive. The script or report that you choose to download will go to your default datasets\download sub-directory. If you run a script, it will be labeled: RUN.CLS. If you edit a script, it will be labeled: untitled.cls. All reports will be labeled: QREPORT.CLR.

For further information on the MIDB, refer to the “MAIN Notices via LISTSERV” and “HRMN (MIDB/HRMN Tables)” accessible in News & Minutes on the MAIN/EIS Home Page. For assistance, contact the MAIN Help Desk locally at 373-6222, or call 1-800-856-6246. Additional copies of this course may be obtained from the self study materials on the MAIN/EIS Home Page located at <http://mainweb.state.mi.us> or by calling the Training Administration Coordinator at (517) 241-7726.